

CAREER EXECUTIVE ASSIGNMENT

"An equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

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It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

DEPARTMENT: Franchise Tax Board

POSITION TITLE: Director, Individual Tax Systems Management Bureau - CEA II

FINAL FILING DATE: June 13, 2001

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Chief, Enterprise Application Services Division, Operations and Technology Branch, the incumbent will manage the Individual Tax Systems Management Bureau. The Individual Tax Systems Management Bureau is responsible for the planning, management and development of policies for the automated accounting systems, which support the state's personal income tax laws. The director of this bureau will act in an advisory capacity to the department's Executive Officer, Assistant Executive Officers and Division Chiefs developing and making recommendations and decisions on departmental strategies and policies related to implementation of the income tax laws which impact personal income tax accounting systems. The Director, Individual Tax Systems Management Bureau provides a centralized enterprise focus to the departmental program and administrative areas for developing strategies and policies for systems automation and technology, systems standardization, systems integration, and automated solutions for achieving efficiencies through partnerships with other state and local government agencies as they relate to individuals.

MINIMUM QUALIFICATIONS:

Applicants must meet the following criteria:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

And

Candidates must have the ability to effectively perform high administrative and policy influencing functions. Such overall ability requires possession of specific knowledge and abilities. The knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in the State Service, other government settings, or in a private organization.)

Knowledge of:

- Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch.
- Principles, practices, and trends of public administration, organization, and management.
- Techniques of organizing and motivating groups.
- Program development and evaluation.
- Methods of administrative problem solving.
- Principles and practices of policy formulation and development.
- Personnel management.

- The department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

- Plan, organize, and direct the work of multidisciplinary professional and administrative staff.
- Analyze administrative policies, organizational procedures and practices.
- Integrate the diverse activities of a program to attain program goals.
- Gain the confidence and support of top-level administrators and advise them on a wide range of matters.
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.
- Analyze complex problems and recommend effective courses of action.
- Prepare and review reports.
- Effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Knowledge of FTB's organizational structure, strategic objectives, and operating policies;
- Knowledge of current management trends including customer service, information technology, and personnel management;
- An understanding of FTB's major program areas, particularly those associated with personal income tax processing and accounting;
- Ability to create and maintain excellent working relationships with the Bureau's customers, the Bureau's staff, and other FTB senior managers;
- Ability to communicate technical issues in a non-technical manner;
- Familiar with the application systems supported by the Bureau (e.g.: Tax Information, Payment Validation, Return Validation, Corporation Document Tracking, Power of Attorney, Child/Parent Locator, Professional Audit Workstation);
- An understanding of the management issues related to the applications development life cycle;
- Familiarity with how concepts such as middleware and component-based architecture can be applied in an application support organization;
- Familiar with the State's and FTB's e-government initiatives;
- Ability to create a vision and manage the changes associated with implementing initiatives to drive towards the vision;
- Experience incorporating FTB's stated values into your leadership activities.

EXAMINATION INFORMATION:

The examination process will consist of an application and Statement of Qualifications rating committee. The appointing power will establish job-related evaluation criteria and will review all applications and Statement of Qualifications following the final filing date. Interviews may be conducted at the discretion of the appointing power. Each candidate will be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months.

FILING INSTRUCTIONS:

All applicants must file **one original and one copy** of:

- A standard State application (Form 678) with Civil Service titles and dates of experience.
- A *Statement of Qualifications*. This *Statement of Qualifications* should describe the candidate's education and experience relating specifically to the minimum qualifications and desirable qualifications. The *Statement* should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to the Franchise Tax Board, P.O. Box 550, Sacramento, CA 95812-0550; ATTN: Exam Section. Applications (Form STD 678) and *Statement of Qualifications* **must** be received or postmarked by the final filing date of **June 13, 2001**. Questions concerning this exam should be addressed to Terry Downs, Exam Section (916) 845-5892.

